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PLANNING & DEVELOPMENT COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 6 January 2026

At 6.00 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Doughty (Chair)

Councillors:	J Aitman	R Smith
	J Doughty	D Temple
	G Meadows	

Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk

Others:	None
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P7 APOLOGIES FOR ABSENCE

No apologies for absence were received.

P8 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

P9 PUBLIC PARTICIPATION

There was no public participation.

P10 PLANNING APPLICATIONS

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P11 APPLICATION FOR A NEW PREMISES LICENCE - THE CORN ROOM, 64 CORN STREET WITNEY

The Committee received the application from The Corn Room for a new premises licence.

Members had no objection to the application however, raised a concern for the protection of children due to the serving of alcohol until the closure of the establishment at midnight on

weekend nights in a residential area, particularly on a Sunday with this being the night before the start of the school week and the potential for disturbance to sleep.

Resolved:

That, the Council makes the above response to this application.

P12

ADDRESS MANAGEMENT - 3 NEW DWELLINGS WEST END WITNEY

The Committee received the request from West Oxfordshire District Council address management team regarding the naming of three New Dwellings West End.

Following discussion Members had No Objection to the request to the use of "Phoenix Row".

Resolved:

1. That, the correspondence be noted and,
2. That, a no objection response be submitted.

P13

HIGHWAYS ASSET RESPONSE TEAM (HART)

The Committee received and considered the correspondence from Oxfordshire County Council in respect to the introduction of a Highways Asset Response Team (HART) which had been deferred to the Committee. (Minute FC725 Full Council 8 December 2025 refers).

Members welcomed the initiative which would deal with small maintenance tasks. It was agreed that all Council members be asked to raise a FixMyStreet report for issues in their wards and forward these to the Committee Clerk for collation and onward submission to OCC Highways in order that they be monitored.

Resolved:

1. That, the correspondence be noted and,
2. That, all Members of the Council be requested to provide details of issues to the Committee Clerk by 20 January 2026 and,
3. That, Officers report back to the Committee on the outcome of each of the issues submitted to OCC.

The meeting closed at: 6.37 pm

Chair

Minute Item P10

Witney Town Council

Planning Minutes - 6th January 2026

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10- 1 WTC/001/26 Plot Ref :-25/02811/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 19/12/2025
Location :- 23 Ducklington Lane Date Returned :- 07/01/2026
Ducklington Lane
Proposal : Erection of single storey side extension and demolition of existing carport
Observations : Witney Town Council has no objections regarding this application

10- 2 WTC/002/26 Plot Ref :-25/02797/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 19/12/2025
Location :- 3 Applegarth Court Date Returned :- 07/01/2026
Applegarth Court
OX28 6PE
Proposal : Conversion of part of car port to create store and installation of cladding to side elevation. (Retrospective).
Observations : Witney Town Council has no objections regarding this application

10- 3 WTC/003/26 Plot Ref :-25/02925/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 19/12/2025
Location :- The Plough Date Returned :- 07/01/2026
98 High Street
Proposal : Alterations to erect illuminated and non-illuminated signs to the exterior of the building
Observations : Witney Town Council has no objections regarding this application

10- 4 WTC/004/26 Plot Ref :-25/02924/ADV Type :- ADVERTISING
Applicant Name :- . Date Received :- 19/12/2025
Location :- The Plough Date Returned :- 07/01/2026
98 High Street
Proposal : Erection of illuminated and non-illuminated signs to the exterior of the building
Observations : Witney Town Council has no objections regarding this application

10- 5 WTC/005/26 Plot Ref :-25/02880/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 19/12/2025
Location :- 6 Aerodrome Lane Date Returned :- 07/01/2026
Aerodrome Lane
Proposal : Conversion of loft with front flat roof dormer and rear velux rooflights
Observations : Witney Town Council has no objections regarding this application

10- 6 WTC/006/26 Plot Ref :-25/03012/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 19/12/2025
Location :- 5 Viner Close Date Returned :- 07/01/2026
Viner Close
Proposal : Erection of single storey rear extension to replace existing conservatory, and
erection of a two storey front extension, with associated works including
provision for additional off-street parking
Observations : Witney Town Council has no objections regarding this application.

10- 7 WTC/007/26 Plot Ref :-25/02995/FUL Type :- FULL
Applicant Name :- . Date Received :- 19/12/2025
Location :- Isabelle Spencer Way Date Returned :- 07/01/2026
Isabelle Spencer Way
Proposal : Installation of an Automated Teller Machine (ATM).
Observations : Witney Town Council has no objections regarding this application and
welcomes the inclusion of an esential cash related service and resource.

10- 8 WTC/008/26 Plot Ref :-25/02996/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 19/12/2025
Location :- Isabelle Spencer Way Date Returned :- 07/01/2026
Isabelle Spencer Way
Proposal : Erection of signage surrounding ATM.
Observations : Witney Town Council has no objections regarding this application and
welcomes the inclusion of an esential cash related service and resource.

10- 9 WTC/009/26 Plot Ref :-25/03017/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 22/12/2025
Location :- 13 Market Square Date Returned :- 07/01/2026
Market Square
Proposal : External window and roof repairs, with rear elevation facade remedial works
Observations : Witney Town Council has no objections regarding this application. They
welcome any work to preserve features of the Town's buildings holding a listed
status.

10- 10 WTC/010/26 Plot Ref :-25/02933/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 22/12/2025
Location :- 4 Gloucester Place Date Returned :- 07/01/2026
Gloucester Place
Proposal : Erection of first floor extension above garage.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:37pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council